

18 June 1953

Subject: Proposed PDM entitled "Form 34-30, Final Payment Clearance Sheet"

1. The Personnel Relations Branch (O) suggests that the objectives of Subject PDM could be fully accomplished by a "telephone clearance," i.e., PRB(O) would notify the Employee Services Staff of each impending separation, prior to the employee's departure from Agency service. Thereafter, the Employee Services Staff would report to PRB(O) by telephone the names of separating employees who possess GHI identification cards, certificates, etc., and only those employees would be required to report in person to the Employee Services Staff, 2125 Eye Building, as part of their final Agency clearance.

2. Since the establishment of the Employee Services Staff, this Branch has notified them of all impending resignations. The ESS, however, has requested a personal visit (during final clearance) from only a small percentage of the overt exiting employees. Consequently, it appears that adoption of Subject PDM would result in an unnecessary trip to ESS for a large percentage of the exiting employees on the day of their final clearance.


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